

Additional Payments are processed through payroll for different reasons including bonuses, overloads for work performed, and contractual pay.

### EARNING CODES AND DESCRIPTIONS

CNT	Contractual Pay. Non-budgeted salary in addition to budgeted salary such as a professorship. Add pays cannot be paid from a sponsored agreement.
OVL	Overload Payment. Payment for full-time employees (unclassified and university support staff). Additional compensation for extra work above normal full-time duties. Usually limited to ten consecutive pay periods.  Overload payment for part-time employees – compensation for a one-time event or for short-term, temporary duties unrelated to the employee's current part-time employment.
STR	Graduate Research Assistant Additional Pay. Extra pay above GRA's regular salary; usually in the form of an award or outstanding achievement.
GTA	Graduate Teaching Assistant Additional Pay. Extra pay above GTA's regular salary; usually in the form of an award or outstanding achievement.
BON	Bonus. <u>Only</u> used for award payments to employees (faculty or unclassified staff) contributing to the Kansas Board of Regents (KBOR) Mandatory Retirement Plan. Per KBOR guidelines, retirement is not deducted from award payments.
DBN	Discretionary Bonus. Bonus payment awarded at the discretion of the University not according to any prior contract, agreement or promise.  Award payments for employees participating in the Kansas Public Employees Retirement System (KPERS). Per KPERS guidelines, all income is subject to retirement contributions.
SGB	Sign-on Bonus. Hiring incentive payment request. One-time monetary incentive to accept employment and is typically paid when an employee begins their new job. May be subject to repayment if the employee separates before their one-year anniversary.
RFB	Referral Bonus. Bonus paid to an employee for referral of a qualified applicant who is selected for hire into a qualifying vacancy.
RTB	Retention Bonus. Bonus payment in addition to base salary, offered as a monetary incentive to retain employees.

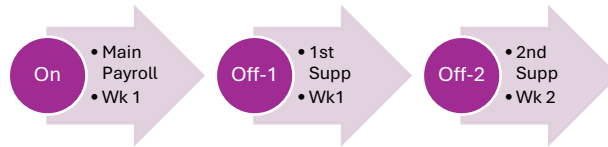
### PAY OPTIONS FOR AWARDS AND BONUSES

- **GROSS AMOUNT**---This is the compensation rate. The employee receives this amount before subtracting the employee share of taxes and other deductions. The employer pays the Gross Amount plus the employer share of taxes and other deductions.
- **NET AMOUNT**--- This is the amount the employee receives after subtracting the employee share taxes or other deductions. The employer pays the calculated Gross Amount plus the employer share of taxes and other deductions. Net Add Pay processing will only be processed on an off-cycle payroll.
- **SET AMOUNT**---This is the sum of the Gross Amount plus the employer share of taxes and other deductions. The employee receives the Net Amount. The employer pays the calculated Gross Amount plus the employer share of taxes and other deductions. Set Add Pay processing will only be processed on an off-cycle payroll.

Additional payments may be for single or multiple pay periods; may be designated as gross, net or set and may be paid on either on-cycle or off-cycle payroll

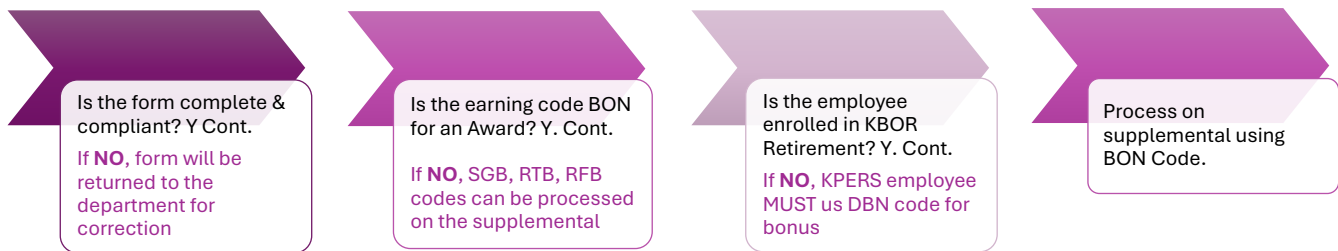
## PAYROLL CYCLES

Each pay cycle consists of a two-week period. The first week processes the on-cycle and the first supplemental, the second week processes the adjustment file and the second supplemental.



## BONUSES

Bonuses are always processed on the **first supplemental** (Off-cycle 1), they are never processed during on-cycle payroll. Bonus codes include BON, DBN, SGB, RTB, RFB. When submitting a bonus for payment, we must verify the retirement plan for the employee. Employees contributing to the Kansas Board of Regents (KBOR) Mandatory Retirement Plan should use the "BON" earnings code. Employees contributing to the Kansas Public Employees Retirement System (KPERS) should use the "DBN" earnings code.



## OTHER ADDITIONAL PAY

Other additional pay such as overloads and contract pay may be processed on the on-cycle payroll OR the off-cycle payroll cycles, depending on the amount of the additional pay, the number of pay periods impacted, timing of the request and/or the request of the department. Additional pay codes include OVL, CNT, STR and GTA.

Generally, payroll will use the following guidelines to determine when additional pay requests are processed.

1. **Is the requested Add Pay (OVL, CNT) a one-time request less than \$2,500?**
  - a. If yes, the request will be processed with on-cycle payroll for the requested pay period.
2. **Is the requested Add Pay over \$2,500?**
  - a. Yes, and a one-time additional pay: unless requested specifically by the department and noted on the form, payroll will move the payment to an off-cycle, supplemental run to lessen the tax burden on the employee. The first supplemental will be used unless it is a late request effective for the pay period being processed. In this case, the additional pay will be added to the second supplemental pay cycle (KA3, KE3).
  - b. Yes, and over multiple pay periods: regardless of the amount, the overload will be processed with on-cycle payroll. Again, exceptions may occur if the request is late. If late, the first add pay will be paid on a supplemental pay cycle with the remaining add pays coinciding with on-cycle payroll

